RESOURCE AND PATIENT MANAGEMENT SYSTEM

EHR RPMS Laboratory Information System Announcement and Agenda

December 17 – 21, 2012

Office of Information Technology (OIT)
United South and Eastern Tribes (USET) Regional Extension Center (REC)
SouthEast Alaska Regional Health Consortium
[SEARHC]

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1.0   General Information

1.1   Purpose of Training

The Resource Patient Management System Electronic Health Record (RPMS EHR) is a suite of software applications designed to move most clinical transactions from paper-based to an electronic environment. The EHR uses upgrades of existing RPMS applications and clinical data, but provides a graphical user interface (GUI) that facilitates access to, and direct entry of this data by clinical users. The two most significant clinical enhancements provided by the EHR are the direct entry of orders (pharmacy, laboratory, radiology, nursing, etc.) by providers, and the on-line documentation of clinical encounter notes. In addition, the EHR will make clinical decision support tools available to providers at the point of care, and will make the medical record immediately accessible to all authorized users.

Implementation of an electronic medical record (EMR) at any health care organization is a complex and lengthy process, requiring preparation and changes in essentially all areas of a medical facility. Rolling out an electronic record system at any facility will require a considerable training effort at the time of implementation, as well as an ongoing program of training and support.

The training consists of lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

1.2   Prerequisites

Participants must have a background in the Resource Patient Management System Electronic Health Record (RPMS-EHR) healthcare documentation. Each participant must have access to a computer with internet connection and a separate telephone line to dial into the web conferencing number. Participants must have access to their facility's RPMS EHR system (roll and scroll, EHR GUI) as the Clinical Applications Coordinator (CAC) and Laboratory Information System Manager (LISM).

1.3   Intended Audience

Medical Laboratory Technologists, Medical Laboratory Technicians, Clinical Application Coordinators, and Health Informaticists

1.4 Course Material and References

1.4.1 At the IHS xxxx FTP Site

The following materials may be downloaded from the RPMS Training FTP site at ftp://ftp.ihs.gov/pubs/EHR/Training/Manuals/ FTP Site :

- Course Agenda (this document)

1.4.2 At the IHS xxxx Website

- Document Title
  http://www.ihs.gov/RPMS/

If a web link fails to open the document, browse to:
http://www.ihs.gov/xxxx/index.cfm?module=Applications&option=View&AC_ID=0 and select the **applicationName(namespace)** option to locate the newest version.

2.0   Learning Objectives

This hands-on EHR deployment activity provides a basic overview of the RPMS-LIS and preparation required for processing Laboratory Tests. Participants are provided with the knowledge, skills, and abilities to use the RPMS-LIS in its use and offer participants the tools necessary for processing and reporting Laboratory Tests. At the end of this session participants will be able to:

1. Navigate the Lab Package.

2. Perform Basic RPMS Tasks.

3. Order Laboratory Tests.

4. Accession Laboratory Tests.

5. Track Laboratory Tests.

6. Result Laboratory Tests.

7. Configure Tests and Panels.

8. Multidivisional Configuration and Use of the Point of Care Button (POC).

9. Describe the Reference LIS Interface.

10. Generate Patient LIS Reports.

11. Populate Auto Instrument and Load/Worklist files.

12. Populate CPT Code File.

13. Maintenance of the RPMS Lab Package.

14. Use and Monitor Reference Lab Interface.

3.0   Detailed Agenda

3.1   Day 1

Day 1		
9:30	**Welcome and Introductions** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session participants should be able to: • Review the course agenda • Navigate the Adobe sessions • Review how to enroll in class • Ensure Privacy and Security of Personal Health Information (PHI)	
10:00	**Overview of ThinkTank© (cont.)** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session participants should be able to: • Review previous ThinkTank© session • Utilize ThinkTank© for brainstorming and ideas • Log Issues, Challenges and Parking Lots	
10:30	**Test Configuration** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Make a Data Name • Build a new test (Atomic test) • If it is a POC test use the BLR POC Control file	
	Panel Configuration **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Build a new Panel	
12:00	Lunch	
1:00p	**Hands On Exercise** At the end of this session, participants should be able to: • Build a Data Names • Build a new tests (Atomic test) • Build panels • Use BLR POC Control File for POC Tests	
3:30	**Adjourn** • Wrap-up	

3.2   Day 2

	Day 2	
	Day 2	
9:30	**Morning Greeting** • Review of Previous Day's Activities • Questions and Answers	
10:00	**EHR Quick Orders/Lab Order Menus/Order Sets** **OIT/USET/EHR Clinical Lab Consultants** • At the end of this session, participants should be able to: • Become familiar with the steps used to create and modify Quick Orders • Identify the various namespaces used to identify service category orders (e.g., LRZ-Laboratory, etc.) • Examine options to be completed when creating a Quick Order • Review various menu models and select the Menu type that will be used at your facility	
	EHR Quick Orders/Lab Order Menus/Order Sets Hands on Exercise At the end of this session, participants should be able to: • Create a Laboratory Quick Order • Build a Laboratory Order Set • Design a Laboratory Order Menu using the above	
12:00	**Lunch**	
1:00	**POC Configuration** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Configure POC button • Use POC button	
1:30	**Class Activity: Test Configuration, Panel Configuration, POC Configuration**	
3:30	**Adjourn** • Wrap-up	

3.3   Day 3

Day 3	
9:30	**Morning Greeting** • Review of Previous Day's Activities • Questions and Answers	
10:00	**Configuring Repeating Orders** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Configure Administration Schedule • Add Clinics to Laboratory Site File	
1145	**Editing the Lab CPT file** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Populate CPT codes.	
12:00	**Lunch**	
1:00	**Class Activity: Editing the Lab CPT file (cont.)**	

2:00	**Tracking Laboratory tests**
	OIT/USET/EHR Clinical Lab Consultants
	At the end of this session, participants should be able to:
	• Compare and Contrast Laboratory Reports within the EHR Lab & Reports Tab.
	• Generate a Laboratory Interim Report
	• Display EHR Patient Visit.
	• Use EHR Lab tab:
	   o Most Recent
	   o Cumulative
	   o All Tests by Date
	   o Worksheet
	   o Graph
	   o Order test Status
	   o Look up Accession	

2:30	**Laboratory Reports**
	OIT/USET/EHR Clinical Lab Consultants
	At the end of this session, participants should be able to:
	• Use EHR Lab Tab:
	   o Most recent.
	   o Cumulative.	

3:30	**Adjourn** • **Wrap-up**	

3.4   Day 4

Day 4	
9:30	**Morning Greeting** • Review of Previous Day's Activities
10:00	**EHR TIU Data Objects** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Define an Object • Compare & Contrast the Difference between TIU & VA Health Summary Objects • Describe the Type of Objects that Can be Created Using TIU objects • Describe the Type of Objects that Can be Created Using the VAHS objects • Create Laboratory TIU Objects
11:00	**Generic Orders** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Import or Build TIU Template • Build Generic Order • Build Order Sets • Make Quick Order • Hang on Menus
12:00	**Lunch**
1:00	**Populating Taxonomies Hands on Exercise** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Populate Taxonomies • Describe the Relationship of Taxonomies in iCare, Diabetes Management System, and GPRA Reporting. • Configure QMan Searches for Added tests
2:00	**Meaningful Use Hands on Exercise** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Generate MU Performance Measure and Clinical Quality Reports • Examine MU Performance Measure Compliance
2:00	**Class Activity: Review of Lab Processes** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Order a Test • Accession a Test • Run Incomplete Test Status Report • Result a Test • Run Incomplete Test Status Report • Look Up Results

2:30	**EHR Notifications Review and Hands on Exercise** **OIT/USET/EHR Clinical Lab Consultants** At the end of this session, participants should be able to: • Identify the purpose of the Notifications function in the EHR • Examine various Notification activities that can be performed in the Notification Management Menu • Become familiar with the Notifications that a user may receive and how to set the various values associated with Notification parameters	
3:00	**Tips and Tricks** **OIT/USET/EHR Clinical Lab Consultants**	
3:30	**Adjourn** • Review ThinkTank© • Wrap-up • Discuss Office Hours	

3.5 Day 5

Day 5	
9:30	Morning Greeting • Review of Previous Day's Activities	
9:45	**Office Hours and Work-a-thon**	
3:30	**Adjourn**	